PAY AND ALLOWANCES

REFERENCES:

1. DFAS-KC 7220.31-R

AUTOMATED PAY SYS's MANUAL (APSM)

2. DOD 7000.14-R

DEPT OF DEF FINANICAL MGT REGS, VOL. 7A (DODFMR)

GYSGT LIVELY

THE UD AND THE U&E

HOW DOES THE UNIT DIARY (UD) AND THE UPDATE AND EXTRACT (U&E) PROCESS EFFECT PAY & ALLOWANCES…

MOST COMMON PAY PROBLEMS…

1. CHECKAGE OF BAH DUE TO "START QTRS" REPORTED LATE
2. RECOUPMENT OF ADVANCE HOUSING ALLOWANCE
3. DISHONORED CKS AND OTHER DEBTS PAST DUE
4. SPECIAL PAYMENTS
5. EXPIRATION OF ENLISTMENT (ECC/EAS)

1. CHECKAGE OF BAH DUE TO "START QTRS" RPTED LATE

- **Effect**: MCTFS starts "strt qtrs" checkage retroactively from the aged effective date. Because the Marine is still in receipt of BAH, and is living in Govt Qtrs, he/she is being overpaid.

…CHECKAGE OF BAH DUE TO "START QTRS" RPTED LATE

- **Corrective Action**: Refer Marine to Admin to req Liquidation of Indebtedness (LIQ).
- - All LIQs require the CO's /S/.
- - If LIQ isn't auth by CO, at least 1/3 of the pay will be made available per month until the debt is repaid.

2. RECOUPMENT OF ADV HOUSING ALLOWANCE

- - Entitled up to 3 mos advance of BAH to secure off-base housing…
- - Upon approval of advance, Cmdrs must ensure that Marines are counseled on repayment in lump-sum…
- **Effect:** Upon receipt of documentation from the CO, the FO utilizes disbursing UD to recoup the adv housing allowance in full that’s causing mbr to be overpaid

...RECOUPMENT OF ADV HOUSING ALLOWANCE

- **Corrective Action:** Refer Marine to Admin to req a LIQ to balance acct, & set-up installment pymts.

- Ref: APSM, par 30401

3. DISHONORED CHECKS & AND OTHER DEBTS PAST DUE…

- **Effect:** Upon receipt of the DD Form 139 (Pay Adjust Auth) w/a copy of both sides of the check, or copies of receipts, serv agreements, the FO will initiate checkage of the mbrs pay acct utilizing disbursings UD
- - Normally, you won't see this coming…
- - In the case of dishonored checks this debt could cause mbr to be NPD!

…DISHONORED CHECKS & AND OTHER DEBTS PAST DUE

- **Corrective Action:** Refer Marine to Admin to set up an alt liquidation schedule, IF automated liquidation presents a financial hardship.
- - If NPD due to dishonored checks the LIQ can be set up so that he receives at 1/3 of pay & allowances till paid.
- Ref: APSM, par 70327.2

4. SPECIAL PAYMENTS

- - Allows Marine to receive money that has been rpted on the UD but hasn’t posted to pay acct yet.
- - Marine should understand that spl pymt will cause an overpayment, ex…
- **Effect:** UD entry posts after spl pymt is made on 000615 for $1300 The $700 spl pymt made 000608 hasn’t posted which creates an overpayment.

…SPECIAL PAYMENTS

- **Corrective Action:** CO directs FO, by a NAVMC 11116, to change the regular payday payroll or recoup members direct deposit payment on 000615, and make an overriding special payment of $600.00.

5. EXPIRATION OF ENLISTMENT (ECC/EAS)

- - Failure or late to rpt; some type of retn auth and/or a “will reenter” entry on UD
- **Effect:** Pay & Allowances, lv accrual are susp day after ECC and allots stop
- - FO must input manual credits, tax overlays, restart allots, POE code, etc…
- - also, will reqr manual pymts (until new ECC/EAS posts) which continues to put mbr’s acct into overpaid status.

…EXPIRATION OF ENLISTMENT (ECC/EAS)

- **Corrective Action:** Determine what status Marine is in (i.e. reenl, ext of enl or CofGM or L) and ensure the appropriate UD entry is run

- Ref: APSM, par 10121

TOOLS FOR CORRECTING PAY PROBLEMS

- **UNIT DIARY (PRIMARY MEANS)**
- **MISCELLANEOUS PAY ORDER (MPO) / SPECIAL PAYMENT (NAVMC 11116)**
- **LIQUIDATION OF INDEBTEDNESS (NAVMC 11061)**
- **DELAYED CHECKAGE PROCESS**

MISC PAY ORDER / SPL PYMT (NAVMC 11116)

- **USED BY CO TO DIRECT SPL PYMTS / MAKE PAYROLL ADJUSTMENTS**
- **AUTH TO DIRECT SPL PYMTS CAN'T BE DELEGATED BELOW XO**
- **PYMTS DIRECTED AS A RESULT OF SEVERE HARDSHIP MUST BE CERT, TO INCLUDE CORRECTIVE ACT TAKEN (I.E. UD # AND DTE OF ACT**
- **CO's GEOGRAPHICALLY SEP FROM SERV FO MAY SUB MSG IN-LIEU OF NAVMC 11116**
- **REF: APSM, PAR 80120**

LIQ OF INDEBTEDNESS (NAVMC 11061)

- **MOST COMMONLY USED BY COs & FO's**
- **ESTABLISHES PAYBACK INSTALLMENTS**
- **BALANCES PAY ACCT & PREVENTS EXTREME HARDSHIP**
- **WHEN MBR VOLUNTARILY AUTHS COLLECTION OF DEBT, A RATE THAT IS AGREEABLE TO THE MBR & THE DO, IS DETERMINED**
- **MUST CONSIDER ECC / EAS**
- **REFS: APSM, PAR 70301 - 70308 & DODFMR, CHAP 50**

DELAYED CHECKAGE PROCESS

- PROVIDES NOTIFICATION OF IMPENDING ONE-TIME CHECKAGE
- NOTIFIES ON THE LES OF PNDING CHECKAGE & CONTAINS LISTING OF RIGHTS
- AUTOMATICALLY ESTABLISHS A LIQUIDATION SCHED IF CHECKAGE IS GREATER THAN 1/3 OF DISPOSABLE PAY
- CHECKAGES FOR TVL ADVANCES; TRANS REQS, & TVL COSTS ARE NOT AUTH UNDER THIS PROCESS
- REF: APSM, PAR 70307, 8

TOOLS TO HELP PREVENT PAY PROBLEMS…

- **PROVIDE INFORMATION AND GUIDANCE:**
- **- PME LES & PAY ENTITLEMENTS**
- **- STRESS IMPORTANCE OF REPORTING ANY CHANGE IN MARITAL/DEPN STATUS**
- **- COUNSEL MARINES ON FINANCIAL RESPONSIBILITIES**
- **- AVOID SPECIAL PAYMENTS**

“ARE THERE ANY QUESTIONS ?”